

# Retention and Classification Report

**Agency:** Uintah County (Utah). Sheriff's Office (2869)

, UT

**Records Officer** Ranae Gardiner

82895 Jail meal list

82894 United States Department of Agriculture (USDA) activities pr

**AGENCY:** Uintah County (Utah). Sheriff's Office

**SERIES:** 82895

3

**TITLE:** Jail meal list

**DATES:** 1974-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These lists record the meals served in the jail. They include name, date, number of meals received (1-3), and whether meals were served to inmate or staff.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1987

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

Administrative

This retention is based upon the administrative needs expressed by the division. They are obsolete and should be destroyed. According to the provisions of the statute of limitations such records need only be retained for two years (UCA 78-12-28).

**AGENCY:** Uintah County (Utah). Sheriff's Office

**SERIES:** 82894

**TITLE:** United States Department of Agriculture (USDA) activities project files

**DATES:** 1976-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These files contain various forms required to document specific rehabilitative programs. Uintah County participates in a USDA food program which provides that the agency meet specific requirements in order to receive surplus food. These files are annually audited by the USDA. They include Rehabilitative Training Programs Conducted Log; Telephone Call Log; Church Log; Visitor's Log; Meal Log; Inmate Activity Log with all attached documentation; and a Medical Visit Log.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1987

**FORMAT MANAGEMENT:**

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Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative

There are no specific provisions for this program. Other USDA food programs require all records be "retained for 3 years."